



Public Health
Prevent. Promote. Protect.

Henderson County Department of Public Health

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August 31, 2021

POSITION ANNOUNCEMENT

Administrative Assistant I – COVID 19 Response

Description: Henderson County Department of Public Health is accepting applications for one full-time Administrative Assistant I – COVID 19 Response project position. The primary purpose of this role is to provide support to the Communicable Disease Nurse Supervisor for management of staff schedules and COVID 19 duties. This position will ensure adequate staffing for COVID 19 Vaccination clinics, COVID 19 Hotline and COVID 19 Case Investigation. This position will work with the COVID 19 Vaccination Nurse to determine COVID 19 vaccination clinic dates and develop patient schedules for each clinic based on vaccine supply and demand. This position will also work with the COVID 19 Vaccination Nurse to schedule homebound patients to receive COVID 19 vaccinations based on the patient's availability, homebound demand and vaccinations on hand. This position will fill in for COVID 19 hotline, vaccine registration or NCEDSS entry as needed based on staffing and demands.

Schedule: Work week is typically 37.5 hours per week, Monday – Friday 8:00am to 4:30pm, with 1 hour for lunch. Alternate or additional hours (including weekends and holidays) may be required to meet department, public health response, or client needs.

Qualifications: General knowledge of office management techniques; and ability to practice effective communication techniques both orally and in writing. Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions. Skill in organizing workflow and coordinating activities.

Completion of high school or equivalent and four years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a two-year secretarial science or business administration program and two years of progressively responsible secretarial or clerical/administrative, office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration, or other related field; or an equivalent combination of training and experience.

Pre-employment drug screen, driving history and criminal background check, including screening against the OIG's List of Excluded Individuals, is required of finalist applicant.

Applications will be accepted through Monday, September 13, 2021.

To Apply: Submit a **fully completed Henderson County application and transcripts** to Katie Fuller via email at healthhr@hendersoncountync.gov, via fax at 828-697-4709, or via mail to:

Henderson County Department of Public Health
1200 Spartanburg Hwy, Suite 100
Hendersonville, NC 28792-5840

Applications are available at the Henderson County Department of Public Health, including our website: <https://www.hendersoncountync.gov/health/page/employment> or from the Henderson County NCWorks Career Center at 180 West Campus Drive, Flat Rock, NC 28731.

Salary Grade: 67A

Minimum Starting Pay: \$16.22/hour plus benefits

(Hiring rate based on relevant experience and internal equity.)